

North Carolina Cost Share Programs Review Summary  
FY2021

County	Ashe	Date of Previous Review/Report	2015
District Staff Name(s)	Andrew Cox, Jessica Hodgson	Date	4/5/2021
NRCS Staff Name(s)	David Tucker		
Division Representative(s)	Ken Parks, Rick McSwain		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Board meetings are scheduled on the first Monday of every month in the morning other than holidays that are then done on Tuesdays.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?	X				Board meeting notices are posted on the office door, newsletter, and Facebook posts.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	The district staff schedules a site visit with inventory sheet and documents resource concerns and looks at program eligibility and/or help with technical assistance. An application is offered is program assistance is requested.		X			
Does the district provide technical assistance without cost share funds?				X	Yes, calls for help with technical assistance without cost share funds.		X			
What type of technical assistance is provided without cost share funds?				X	How to fix stream crossings where ATVs or UTVs have created problems. Critical area plantings assistance for homeowners and streambank erosion, home guttering from stormwater.		X			
How does the district prioritize which applicants get funded? Do you prioritize certain watersheds, BMPs, type of operation, first come - first served, etc?				X	The applicant funding is based on the strategy plan with stream protection from livestock and certain watersheds. The district does not do a first come – first served approach. They use batching periods.		X			
Once each application is considered, what does the district do with the score? Do you fund based on the score, use another system to prioritize, create eligibility categories, or other?				X	Everything is based off the score from the ranking form. They have a category of high, medium and low and each application is considered from high to low.		X			
Describe the process the district follows when there is a tie on applicants' scores.				X	There is a ranking question that is related to the applicant waiting period. If there is still a tie with ranking scores, then it is done on a first come – first		X			

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					serve approach.					
Does the district purposefully withhold a percentage of funds until a later date in the program year to be able to fund higher quality projects (more water quality or water quantity benefits) or does the district fund applications until it runs out of funding each batching period? Does the district automatically fund cooperators who applied but did not get funded in the previous program year due to lack of funds or does it re-rank them with new applications?				X	No funds are held until a later date. They district uses batching periods until funding is depleted. No, the district does not automatically fund previous program year applicants, they are re-ranked in the new program year.		X			

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Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?		X			Yes, the applications and contracts are voted on separately. There wasn't a vote on a chairman's request for payment because he was the designee. There was some confusion by the board and let the vice-chair sign it. See contract 05-2018-801. <b>Recommend</b> having the RFP approved with motions.	X		<b>1. <u>Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?</u></b> <b>Yes, the applications and contracts are voted on separately. There wasn't a vote on a chairman's request for payment because he was the designee. There was some confusion by the board and let the vice-chair sign it. See contract 05-2018-801. Recommend having the RFP approved with motions</b>  The board will approve in a board meeting if an incident like this comes up in the future	Immediately	Plan of action accepted. No further action needed.

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Are application, contracts and requests for payments motions/decisions recorded in the board minutes?			X		The applications and contracts were recorded in the minutes, but not the request for payment. See contract 05-2018-801. <b>Corrective action</b> for not recording the motions in the board minutes.	X		<b><u>Are application, contracts and requests for payments motions/decisions recorded in the board minutes?</u></b> The applications and contracts were recorded in the minutes, but not the request for payment. See contract 05-2018-801. <b>Corrective action</b> for not recording the motions in the board minutes.  All RFP's will be documented in the minutes for all contracts	Immediately	Plan of action accepted. No further action needed.
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, Russell Vannoy has delegated authority and is noted in the district's strategy plan. See contract 05-2018-006.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	N/A		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district is aware of how operation entities work if this ever applied in their contracting.		X			

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At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The contract is developed after the application is ranked and the conservation plan is done. A cost estimate done for the board also. All the contract information is gathered and put in CS2 and then the contract is approved by the board.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The technician goes over each contract form with the applicant and lets them know not to start until the contract is approved by the division. The applicant initials the 2-agreement form.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				The technician notifies the applicant in two ways. By phone and a contract packet with all the forms and notification letter is given to them to let them know to start work. The technician keeps a copy of the letter letting them know they can start work.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The district staff and board make sure that the supervisor abstains or recuses himself/herself. See board minutes on 10/2/2017.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, this is recorded in the board minutes.		X			


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Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	The contract cost and map with drone pictures are given to the board for review before approving a contract. The board usually want to know the costs and rarely other details. See Kristina's email on board meeting procedures. No projections of CS2 are done but have the capability. All contract is printed out for the board if needed.		X			
What information do you provide the applicant?				X	All contract forms including job sheets, designs, copy of the contract, etc. are provided to the applicant.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The technician meets with the contractor with a pre-construction meeting if not with the applicant. He also helps with the actual installation of the BMPs.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	The district has a local policy for a one year time period to install the BMPs. The technician uses a spreadsheet to track the one third policy. CS2 is being used also to track this.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, and it is recorded in the board minutes.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The checkout is documented with the job sheets and in the 6 notes on how the BMP was measured like fencing, pipe, etc. with a wheel or GPS. Any difference is noted in the notes.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, this is documented in the 6 notes. The technician is planning to mark the as-built maps in red in the future. A form is also being prepared by division staff to document BMP installation.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	The district does not have any of the BMPs currently.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to <a href="#">Spot Check Policy</a> )				X	The technician staff notifies the NRCS staff there at the office of any spotchecks in this category.		X			





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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to <a href="#">Non-Compliance Policy</a> )				X	The technician writes a letter and sends the cooperator to reimplement the BMP or repay the funds back.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	The technician informs them at a board meeting of any non-compliance or maintenance.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, and a letter is kept on file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	Warren Miller contract 05-2005-006 was repaid for non-compliance.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, and is being tracked by the division.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	The technician uses CS2 and a spreadsheet to track contract funds when they are allocated, encumbered, and expended. This information is also shared with the board.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The administrative staff uses Quickbooks to track the technical assistance and operating funds. Yes, the district's last internal audit was done from July 1, 2016 to June 30,		X			

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					2017 by district staff and certified by the district chairman, Russell Vannoy.					
Who in the office does work for Cost Share Programs?				X	Andrew Cox and Jessica Hodgson		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes, but not updated recently.		X			
<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										


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Contract Number: 05-2012-102 Applicant Name: James Johnson BMP: Repair to a Spring Development  				X	The BMP was functioning properly and providing the tank with water.  Documentation in the file looked good.		X			


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<div>Contract Number: 05-2014-001</div> <div>Applicant Name: Kenneth Goodman</div> <div>BMP: Repair to a Spring Development, Fencing</div> <div></div>				X	<div>The BMP was functioning properly and looked okay.</div> <div>Documentation in the file looked good.</div>		X			

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<p>Contract Number: 05-2018-801 (AgWRAP) Applicant Name: Russell Vannoy (supervisor) BMP: Water Supply Well</p> 				X	<p>The BMP was functioning properly and providing good water pressure.</p> <p>Documentation in the file looked good.</p>		X			

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<div>Contract Number: 05-2018-006</div> <div>Applicant Name: John Banks</div> <div>BMP: Well, Tanks, Fencing, Pasture Renovation, Ag. Road Repair</div> <div></div>				X	<div>The BMPs were functioning properly and looked good.</div> <div>Documentation in the file looked good.</div>		X			



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<p>Contract Number: 05-2015-501 (CCAP) Applicant Name: Ashe Co. High School BMP: Critical Area Planting</p> 		X			<p>The BMP was functioning but recommend doing some reseeding of vegetation as part of regular maintenance.</p> <p>Documentation in the file looked good but missing the conservation plan. CCAP contracts still need a basic conservation plan, but not necessarily like NRCS.</p>	X		<p><b>Contract Number: 05-2015-501 (CCAP)</b> <b>Applicant Name: Ashe Co. High School</b> <b>BMP: Critical Area Planting</b></p> <p>Andrew Cox spoke with ACHS staff and advised them that they need to reseed and mulch the critical area planting bank. Daniel Calhoun and grounds workers will work together in the next couple weeks to get it back in stabile conditions. Staff will spot check in 30 days to see if BMP is back in compliance. A Conservation Plan will be implemented on future CCAP contracts</p>	Immediately	<p>Plan of action accepted. Division staff would do a follow-up on the BMP maintenance of the CCAP critical area planting BMP.</p>

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<p>Contract Number: 05-2016-802 (AgWRAP) Applicant Name: Wayland Cox BMP: Irrigation Well</p> 				X	<p>The BMP was functioning properly with good water pressure and looked good.</p> <p>Documentation in the file looked good.</p>		X			



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General Contract Summary										